

Alabama Department of Public Safety Printing and Mailing Services specification:

Paper:

All documents must be printed on 24lb Magnet Optical Character Read (MOCR) paper with MICR ink.

The preprinted form must not contain any full horizontal or partial vertical perforations. The Alabama Department of Safety intention is to eliminate any possible security issues.

File Transfer:

The Alabama Department of Public Safety must be able to post a file daily to the qualifying facility with an internally hosted secure F.T.P site. The secure web server must be safe from the internet utilizing firewalls, intrusion detection systems, and user authentication. This file must be examined and verified for accuracy by the vendor and The Alabama Department of Public Safety. A confirmation report must be sent to The Alabama Department of Public Safety after each transmission that contains the record count for the file.

List Hygiene and Presorting:

The daily file must be processed through SAP's USPS approved CASS, DPV and LACS Certified software. SAP must encode the file with the proper zip4 and DPBC digits and LOT information. This information must then be appended to the output file to be presented to SAP's Presort Software. Presort arranges the list in DMM regulation presort order creating all USPS required reports, statements, and mailing tags. NCOA Processing cannot be web based and must be performed on site to insure security.

When the USPS policy changes regarding CASS Certification, Presort Requirements and or preparation standards, the vendor must comply with the new requirements for processing the mail. Any changes in those USPS requirements must not affect the contract or cause the contract to rebid.

Letter set up:

The Alabama Department of Public Safety frequently requires letters to be set up for imaging.

After the Presort and letter set up is completed, the letter coding inside the list must be compared to the letter set-ups and spooled for printing. The letter coding must call the proper form from the pre-set form library and merge all variable data into the form.

Imaging:

All qualifying vendors must provide laser imaging in a climate controlled, positive air pressurized print room within the main production facility.

Facilities:

All qualifying production facilities must be SAS 70 Type II Certified and maintain constant surveillance utilizing a multi-camera system with digital back-up for review. All qualifying production facilities must utilize an identification badge system which controls access to the entire facility at all times as well as controlling personnel movement between departments by logging which badge holder was granted (or denied) access including the time and the reason. All qualifying facilities will control access to its own data center by the badge system and the area must be specifically monitored by the multi-camera surveillance system.

Folding & Gluing

Imaging must occur on a document created from ordinary plain paper. All pre-glued documents will not be accepted.

The Alabama Department of Public Safety requires that all suspension and revocation letters be processed by c-folding an ordinary paper document of 8 ½ x 14" and gluing all three sides at the same time for a secure mail piece. The placement of the glue must be horizontally and vertically in the correct proportions so that it creates a unique and secure panel on the finished document. Subsequently a 6.5 perforation tear-out must be used to create left and right tear out edges of the self-mailer document.

All qualifying mail facilities must employ at least two Quality Control; staff members to insure integrity. All mail pieces must be inspected for quality and secureness before leaving the mail center.

All mail must be dropped at the BMEU in Birmingham Alabama for faster delivery to Alabama residents. The Department of Public Safety requires a mail confirmation report to be sent daily.

Billing:

Invoicing must occur weekly for all pieces mailed within prior week. All invoices must include the stamped permits.

Basis of Evaluation:

The low bid will be based on the sum of the daily processing volumes:

- a) Per each cost of 0 to 3499 items
- b) Per each cost of 3500 to 4499 items
- c) Per each cost of 4500 to 5499 items

The lowest responsible bidder must have the lowest sum of the above items, plus meet all specifications attached to invitation for bid number